



Payroll Officer

Full-Time Permanent Position

Panthers Group is one of Australia's leading entertainment and leisure providers with 6 licensed clubs across NSW and ownership of the Panthers NRL Rugby League Club. We currently have an exciting opportunity for someone with strong payroll and customer service skills to join our proficient Payroll Team. Working in a small but efficient team and reporting to the Chief Financial Officer, you will be exposed to a wide range of payroll functions and have the opportunity to develop your skills to become a multi-skilled payroll all-rounder.

Your Main Duties and Responsibilities will include:

- Weekly payroll for over 900 staff (permanent & casual) across multiple sites;
- Monthly Football payroll for over 100 staff;
- Attending to payroll queries and subsequent adjustments;
- Legislation and Enterprise Agreement interpretation;
- Processing Leave and Termination payments;
- PAYG, Payroll Deductions and Superannuation calculations;
- Manual calculations;
- Generating various reports and;
- Filing and other administrative tasks.

To be successful in this role, you must possess the following:

- A minimum of 5 years payroll experience for a medium to large organisation;
- Exposure or experience with Frontier/Chris21 and/or Riteq (Attendance and Rostering System) software will be an advantage;
- Excellent organisational and time management skills;
- The ability to multi-task, prioritise and work within strict deadlines;
- Advanced computer skills including Excel and Report Writing;
- Ability to work under pressure and problem solve;
- The ability to work autonomously and in a team environment;
- Respect for privacy and confidentiality and;
- Excellent communication skills and the ability to relate complex payroll concepts to a variety of people.

This hands-on role requires the successful candidate to possess a strong attention to detail, be proactive thinker and have fantastic customer service skills.

If this sounds like the position for you and you are up for the challenge, please send in your application today!

The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.

Want to Apply?

Please send your Cover Letter and updated Resume to:
employment@panthers.com.au